



# Utah House of Representatives

Majority Caucus Intern Job Posting | Fall 2023

STATE OF UTAH  
invites applications for the position of:  
**House Majority Intern**

**Employer:** Utah State Legislature –  
House of Representatives, Majority Staff

**Job Location:** Utah State Capitol with  
options for remote work

**Job Type:** Part-time, flexible  
(approximately 15-20 hours per week)

**Start Date:** August 2023, flexible

**Compensation:** \$20.00 per hour with  
no benefits

**End Date:** December 2023 with  
options for extension

## **Job Description:**

The House Majority Intern will gain valuable experience in the legislative process by working closely with legislative staff on a variety of projects. Duties may include research, writing, constituent outreach, event planning, and special projects. The ideal candidate will be a highly motivated and organized student with a strong interest in government, public policy, and communications.

## **Example of Duties:**

- Attend legislative hearings and meetings
- Conduct qualitative and quantitative public policy research
- Assist with planning and executing events
- Write legislative summaries and reports
- Assist with constituent outreach and constituent services
- Create written content for social media, newsletters, and press releases
- Create content using Canva, Photoshop, or other graphic design programs
- Work closely with staff to coordinate communications projects
- Use a camera to take pictures and videos
- Utilize photo and video editing software to produce digital media
- Provide additional administrative support to staff as needed

## **Ideal Candidate:**

- Has successfully completed two full years in an undergraduate degree program, with a strong interest in public administration, public policy, communications, political science, or a related field

- Has strong organizational, research, writing, communications, and interpersonal skills
- Can work independently on multiple tasks

**Minimum qualifications:**

- Must be be enrolled in an undergraduate or advanced degree program

**Application Instructions:** Submit a cover letter, resume, unofficial transcript, writing sample, and two references by email no later than 5:00 p.m. on Tuesday, August 8 to [utahreps@gmail.com](mailto:utahreps@gmail.com) with the subject line “House Majority Intern Application.” Incomplete applications will not be considered.

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***SUPPLEMENTAL INFORMATION:***

*Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position.*

*The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact us at [utahreps@gmail.com](mailto:utahreps@gmail.com).*